



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE CORPS NATIONAL CAPITAL REGION COMMAND, HENDERSON HALL
ARLINGTON, VIRGINIA 22214-5000

IN REPLY REFER TO:
BnO 1650.6C
ADJ

BATTALION ORDER 1650.6C

FEB 13 2009

From: Commanding Officer
To: Distribution List

Subj: MILITARY AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1G
(b) SECNAVNOTE 1650 of 12 Apr 94
(c) MCO 1650.19J

Encl: (1) Awarding Authorities and Submission Schedule
(2) Sample Letter of Appreciation
(3) Sample Military Outstanding Volunteer Service Medal
Authorization Letter
(4) Sample Summary of Action
(5) Mandatory Opening and Closing Sentences

1. Situation. To establish procedures governing the administration of the Military Awards Program within Headquarters Battalion (HQBN), Headquarters Marine Corps, Henderson Hall in accordance with the references. The enclosures are provided as examples in preparation of personal awards.

2. Cancellation. BnO 1650.6B.

3. Mission. To provide information and instruct personnel assigned to Headquarters Battalion of the administrative procedures and regulations for personal awards aboard Headquarters Battalion, Headquarters Marine Corps, Henderson Hall.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The commanding officer encourages the submission of award recommendations, but also emphasizes the need to preserve the character, prestige, and meaning of personal awards. Appropriate recognition of individuals through personal awards fosters good morale and esprit among all personnel. Caution should be exercised to ensure the Military Awards Program does not supplant recognition more appropriately conveyed through fitness reports or other administrative avenues.

(2) Concept of Operations. Reference (a) sets policies concerning Navy and Marine Corps decorations and awards, delineates eligibility requirements, and provides general administrative procedures. Reference (c) describes the Marine Corps procedures and instructions for issuing award, decorations, and medals.

b. Subordinate Element Missions

(1) Originator. For awards of a Navy and Marine Corps Achievement Medal and above, the originator must be a commissioned officer (or a civilian-equivalent) of equal or higher grade than the awardee.

(2) Awarding Authority. Enclosure (1) outlines the awarding authority for each award. Reference (a) provides details awards not listed in enclosure (1).

(3) Submission Schedule. The type of award and the command level of the awarding authority determine submission deadlines. Enclosure (1) outlines the submission schedule for each award.

(4) Letters of Appreciation. Requesting activities may prepare and submit recommendations for letters of appreciation for the commanding officer's signature. An example of a letter of appreciation is contained in enclosure (2).

(5) Certificate of Commendation. A summary of action is not required. Requesting activities may prepare and submit recommendations for certificates of commendation for the commanding officer's signature.

(6) Military Outstanding Volunteer Service Medal (MOVSM). A summary of action and HQMC IAPS 1650 must accompany recommendations (Enclosure 3). The citation block on the HQMC IAPS 1650 will contain the awarding authority's authorization letter.

(7) Awards Packages (Navy and Marine Corps Achievement Medal and Higher). Awards packages will be submitted to the commanding officer via the chain of command using IAPS. All awards packages will consist of an HQMC IAPS 1650, a summary of action, and a proposed citation. If a Navy and Marine Corps Achievement Medal (or higher) was awarded during the meritorious period, a copy of the

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citation must be attached electronically and submitted with the recommendation. The Adjutant section is responsible for forwarding all awards packages to the appropriate awarding authorities.

(a) HQMC IAPS 1650. A completed HQMC IAPS 1650 must be submitted online. The HQMC website outlines the procedure for filling out the form, and is available via the Internet at: <https://www.manpower.usmc.mil/iaps>.

(b) Summary of Action. The summary of action serves as a reference for an award citation. It contains a complete and factual record of a service member's achievements or service, and clearly cites his or her exceptional performance as justification for the recommendation. The summary of action must be specific and include dates, acts, or achievements; it is not simply a job description. A poorly written recommendation may either delay action by higher authority, cause a lesser award to be approved, or result in disapproval despite the worthiness of the awardee. Whenever possible, acts and/or achievements should be quantified and elaborated on to show their contributions to the Marine Corps and/or unit.

(c) Citation. The main purpose of a citation is to clearly describe what the service member accomplished. To this end, it must be bold and distinctive.

1 The actions of the service member should be succinctly described.

2 The citation is written for accomplishments that occurred in the past. Hence, as a rule, it should be written in past tense.

3 Specificity is encouraged. Whenever possible, acts and/or achievements should be quantified and elaborated upon to show their contributions to the Marine Corps, unit, or mission.

4 The use of acronyms should be avoided.

(8) Retirement Awards. Per reference (a), "If an individual is recommended for an award upon retirement, it should only recognize service at the last duty station or service not previously recognized."

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c. Coordinating Instructions

(1) Appropriateness. The level of an award should not be based on billet or the time in service of the individual recognized, but by specific achievement or meritorious service. Reference (a) states that the Navy and Marine Corps Achievement Medal are not appropriate for individuals above the grade of Major/Lieutenant Commander. The differences between specific achievement and meritorious service are as follows.

(a) Specific Achievement (Impact Award). For the purpose of this Order, specific achievement is that which an individual sustained for a period of 90 days or less.

(b) Meritorious Service. Periods covering 91 days or greater are considered Meritorious Service. Awards recognizing sustained superior performance should be submitted incident to the individual's permanent change of station, end of tour, or retirement.

(2) Letter of Continuity. Internal reassignment, such as transfer within units or staff sections, does not constitute detachment for award purposes. When this occurs, the reporting senior should forward a letter of continuity documenting the individual's outstanding performance of duty.

(3) Presentation of Unit Coins. The Commanding Officer is the only person authorized to purchase command coins using appropriated funds. Presentation of a coin qualifies as an award and will only be given for outstanding performance, specific achievement, or a unique achievement that has contributed to the command's effectiveness. These coins will be presented by the Commanding Officer or a representative of his choice.

5. Administration and Logistics

a. The Adjutant facilitates the processing of award recommendations and forwards the awards for endorsement or final disposition.

6. Command and Signal

a. Signal. This Order is effective on the date signed.

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b. Command. This Order is applicable to Headquarters Battalion,
Headquarters Marine Corps, Henderson Hall.


W. K. LIETZAU

Distribution: A

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Awarding Authorities and Submission Schedule

AWARD	AWARDING AUTHORITY	SUBMISSION DEADLINE TO ADJUTANT, HQBN
Meritorious Service Medal and Higher	Commanding General, MCCDC or DMCS or DC, M&RA	90 Days
Navy and Marine Corps Commendation Medal	Commanding Officer, Headquarters Battalion	30 Days
Navy and Marine Corps Achievement Medal	Commanding Officer, Headquarters Battalion	15 Days
Certificate of Commendation	Commanding Officer, Headquarters Battalion or any General Officer	10 Days
Military Outstanding Volunteer Service Medal	Commanding Officer, Headquarters Battalion	N/A
Meritorious Mast	Commanding Officer, Headquarters Battalion	N/A
Letter of Appreciation	Any officer senior to the Marine being awarded	N/A

ENCLOSURE (1)

Sample Letter of Appreciation



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE CORPS NATIONAL CAPITOL REGION COMMAND, HENDERSON HALL
ARLINGTON, VIRGINIA 22214-5000

IN REPLY REFER TO:

1650

ADJ

From: Commanding Officer, Marine Corps National Capital Region
Command Henderson Hall

To: Sergeant Ima Harddogg XXX XX 2222/6132 USMC

Via: Commanding Officer, Headquarters and Service Company

Subj: LETTER OF APPRECIATION

1. Thank you for your enthusiasm, hard work, and exceptional support you provided during the Seventh Annual Navy JROTC Spring Camp from 22-25 March 2002. I was extremely pleased and impressed with the superb planning and exhaustive coordination of the many activities throughout the week. The pride and professionalism you displayed while training these young cadets was outstanding. Your efforts made this visit both rewarding and memorable for the group.

2. On behalf of Headquarters Battalion, thank you for a job well done.

IAM N. CHARGE

Copy to:
As required

ENCLOSURE (2)

Sample Military Outstanding Volunteer Service Medal



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE CORPS NATIONAL CAPITOL REGION COMMAND, HENDERSON HALL
ARLINGTON, VIRGINIA 22214-5000

IN REPLY REFER TO:
1650
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From: Commanding Officer, Marine Corps National Capital Region
Command, Henderson Hall
To: Lance Corporal Joe Marine
Subj: AWARD OF THE MILITARY OUTSTANDING VOLUNTEER SERVICE
MEDAL

Ref: (a) SECNAVNOTE 1650 of 12 Apr 94

Encl: (1) Military Outstanding Volunteer Service Medal

1. Per the reference, you are hereby awarded the Military Outstanding Volunteer Service Medal (Gold/Silver Star in lieu of ____ award) for outstanding public service with (name of organization) for the period from _____ through _____.
2. Remarks by the Awarding Authority.

IAM N. CHARGE

Copy to:
As required

ENCLOSURE (3)

**Sample Summary of Action
For
Staff Sergeant Devil Dagg**

Staff Sergeant Dagg's exemplary performance and leadership epitomized the qualities of honor, courage and commitment to both corps and country. Her first rate administrative support was instrumental in making Headquarters Battalion a unified, highly motivated, functional unit.

She accomplished above what was expected of her rank and experience. She was the paradigm of professionalism in innovative planning. Her administrative, manpower, financial, equal opportunity, government charge card program management, and backup operational support increased the battalion's ability to accomplish the mission.

Throughout this period, Staff Sergeant Dagg showed outstanding professional skill and strength of character in all assigned duties. As the Battalion Administration Chief, she oversaw the training of all administrative personnel, handling all personnel and administrative matters, processing and management of U.S. Mail, and managing the section workload. Additionally she handled all equal opportunity matters, safety matters, and all legal matters. She was responsible for the administration of more than 100 reserve personnel and over 70 augmentation personnel. After the events of 11 September 2001 (11 September), she was instrumental in handling a myriad of security challenges relation to serious incident reporting and casualty reporting.

Staff Sergeant Dagg cross-trained her Marines as security guards in the aftermath of 11 September to ensure mission accomplishment and assisted in the development of improved biologic and chemical response Standing Operating Procedures.

She processed nearly 1300 returning deserters. Demonstrating tremendous attention to detail, she recovered all administrative, medical and dental, financial, and other legal records in order to make correct determinations in each case. Moreover, she trained numerous legal clerks to be thorough and proficient in handling this high volume of work. The Navy and Marine Corps Appellate Leave Activity (NAMALA) noted that her attention to detail and superior leadership led to the efficient processing of these cases.

She ensured attention to detail from check-in to final separation. As a result, she effectively worked all manpower assignment issues with the G-1, Marine Corps National Capital Region Command. She ensured the battalion was staffed at sufficient levels to perform the mission. In addition, she helped craft an Augmentation Program Order that outlined the personnel requirements for security missions and worked many reserve manpower issues closely with the Reserve Liaison Unit (RLU). She ensured the battalion was also staffed with Individual Ready Reserve Marines as needed. Accordingly, she was instrumental in brining more active duty Marines in the battalion to replace the departing reservists. Despite the continuous changes in resources and requirements for manpower

support, the unit was staffed with enough personnel to meet and continuously sustain 90% staffing goals.

In all her duties, she demonstrated a unique ability to quickly and accurately synthesize a large amount of information and provide critical information for the Base and Headquarters Battalion Commanders. She reviewed references, various legal and pay data, and other manpower/personnel orders and regulations sound recommendations to all in her chain of command.

Staff Sergeant Dogg established a strategy and campaign plan to attain and sustain a superior level of administrative effectiveness and manpower support to benefit all personnel within Headquarters Battalion. By her personal example and clearly communicated expectations, the highest standards of excellence were attained daily. She prioritized resources (especially barrier systems, NBC systems and detection systems) in the allocation review process to ensure that goals and objectives for readiness improvement could be met in developing a comprehensive security plan. This included the submission of more than \$3M of AT/FP improvements of which the battalion received \$1.8M in funding.

Staff Sergeant Dogg profound positive impact on the Marine, Sailors, and Civilian Marines of Headquarters Battalion will be greatly felt for years to come. Her example for the Corps' enduring values of honor, courage and commitment is a reflection of her honorable and dedicated Marine Corps Service.

Mandatory Opening and Closing Sentences

Meritorious Service Medal (Maximum of 22 Lines, Portrait).

Outstanding meritorious service while serving as (Billet), Headquarters Battalion, Marine Corps National Capital Region Command, Henderson Hall from (Month Year) to (Month Year). (Grade Name) consistently performed his/her demanding duties in an exemplary and highly professional manner. (Text)... The exceptional professional ability, steadfast initiative, and selfless dedication to duty exhibited by (Grade Name) reflected great credit upon himself/herself and upheld the highest traditions of the Marine Corps and the United States Naval Service.

Navy and Marine Corps Commendation Medal (Maximum of Nine Lines, Landscape).

MERITORIOUS SERVICE WHILE SERVING AS (BILLET), HEADQUARTERS BATTALION, MARINE CORPS NATIONAL CAPITAL REGION COMMAND, HENDERSON HALL FROM (MONTH YEAR) TO (MONTH YEAR). (GRADE NAME) CONSISTENTLY PERFORMED HIS/HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. (TEXT)... (GRADE NAME)'S INITIATIVE, PERSEVERANCE, AND TOTAL DEDICATION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

Navy and Marine Corps Achievement Medal (Maximum of Nine Lines, Landscape).

MERITORIOUS SERVICE WHILE SERVING AS (BILLET), HEADQUARTERS BATTALION, MARINE CORPS NATIONAL CAPITAL REGION COMMAND, HENDERSON HALL FROM (MONTH YEAR) TO (MONTH YEAR). (GRADE NAME) CONSISTENTLY PERFORMED HIS/HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. (TEXT)... (GRADE NAME)'S INITIATIVE, PERSEVERANCE, AND TOTAL DEDICATION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

Certificate of Commendation (Maximum of Nine Lines, Landscape). EXCEPTIONAL PERFORMANCE OF HIS/HER DUTIES WHILE SERVING AS (BILLET), (COMPANY), HEADQUARTERS BATTALION, MARINE CORPS NATIONAL CAPITAL REGION COMMAND, HENDERSON HALL FROM (MONTH YEAR) TO (MONTH YEAR). (GRADE NAME) CONSISTENTLY PERFORMED HIS/HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. (TEXT)... (GRADE NAME)'S EXCEPTIONAL PROFESSIONAL ABILITY, INITIATIVE, AND LOYAL DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS.

Meritorious Mast (Maximum of 14 Lines, Portrait).

FROM (MONTH YEAR) THROUGH (MONTH YEAR), (NAME) PERFORMED HIS DEMANDING DUTIES IN AN OUTSTANDING MANNER WHILE SERVING AS (BILLET), (COMPANY), HEADQUARTERS BATTALION, MARINE CORPS NATIONAL CAPITAL REGION COMMAND, HENDERSON HALL. (TEXT)... (GRADE NAME)'S PROFESSIONALISM AND DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS AND STANDARDS OF THE MARINE CORPS.